

THE CITY OF CARLSBAD

INVITES YOU
TO APPLY FOR

HR BUSINESS PARTNER

HUMAN RESOURCES MANAGER

Annual Salary Range:
\$80,700-\$111,000

Filing Deadline:
October 10, 2007

This HR Business Partner is
an at-will management position



THE ORGANIZATION

The City of Carlsbad is a values based organization that encourages the use of teams to accomplish city-wide goals and objectives. The environment is characterized by employees with a passion for excellence and the skills and knowledge to provide top quality service. The City of Carlsbad is a municipal government leading to the betterment of the community through active citizen participation and involvement with the City Council and the City's Boards and Commissions. The City strives to deliver top-quality public services and looks ahead to anticipate changes that are required now in order to make a better future for its citizens.

City of Carlsbad
A great place to make
a living. And a life.



ABOUT THE POSITION

The Human Resources Department is a major support department within the City of Carlsbad whose focus is on people and the human aspects of work. The department's primary customers come from within the organization, as we serve and support the approximately 700 full-time and 500 part-time employees of the City.

The Business Partner/HR Manager vacancy is a result of a retirement. The new Business Partner will round out our staff of twelve employees which consists of a Director, another HR Manager, a Senior Management Analyst, a Management Analyst, a Benefits Administrator, four technical/clerical staff and two part-time employees.

The Business Partner will serve as a key member of the HR management team and will be involved in a variety of strategic department and City-wide projects.

Each business partner will serve as the primary HR consultant for several major service areas of the City (i.e. Administrative Services, Community Development, Community Services, Fire, Police, Public Works). He/she will share in the overall day-to-day management of the various HR functional areas, including recruitment, classification/compensation and employee relations, as well as training and organizational development. Work activities may include labor relations and/or labor negotiations with one or more of the city's four recognized bargaining groups. The Manager will also coordinate the processing of information (such as benefits, payroll, records and new hire information) with our resource center team.

IDEAL CANDIDATE

The ideal candidate will possess a Bachelor's or Master's Degree in public administration, business, human resources management, or related field, and a minimum of five + years related HR management experience. A PHR or SPHR is preferred. In addition, the ideal candidate will:

- Be experienced as a business partner working with clients to develop collaborative solutions to HR issues from a business perspective.
- Be a seasoned practitioner in Human Resource management functions, e.g., learning and development, recruitment/selection, job classification, compensation, and employee relations.
- Have current, practical knowledge of federal, state, and local laws affecting human resources administration and management.
- Possess exceptional interpersonal communication skills, both orally and in writing.
- Be knowledgeable in the use of technology to enhance the delivery of HR services.
- Model collaborative problem-solving, consensus building and flexibility in achieving positive outcomes for clients and the organization.
- Demonstrate strong skills and advocacy in teamwork, customer service, results orientation, leadership and learning.
- Be an effective time manager who can set priorities and juggle multiple tasks.
- Be a thinker and a doer (hands on).
- Have a strong coaching/staff development orientation and current experience in supervising and mentoring staff.
- Have the ability to influence and interact at a senior level.
- Have a sense of humor; like to have fun.



BENEFITS

- PERS Retirement – 3% at 60
- Excellent group health program
- Deferred Compensation Program
- Paid Holidays, Vacation and Sick Leave with Sick-Leave-to-Vacation Conversion program available
- Executive Leave Program
- Tuition Reimbursement Program
- Life Insurance
- Interest-free Computer Loan Program

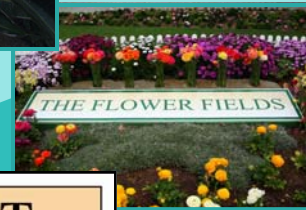


SUPPLEMENTAL QUESTIONNAIRE

Instructions: Please respond to the following questions. We appreciate concise and specific responses. Supplemental questionnaire and a detailed resume should be submitted with completed application.

Please include the following statement at the bottom of your supplemental questionnaire along with your signature and the date: “I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief.”

1. Please provide a brief profile of your HR Department in terms of budget, organization/staffing, type of business, number of employees in your company/agency, and any other information you feel is relevant.
2. Describe your background and experience as a business partner, including the level of support and/or consultation that you provided for your assigned customers.
3. On a scale of 1-10, 10 being high, rate your expertise in learning and development; recruiting and selection; classification and compensation; labor relations/labor negotiating employee relations; benefits. Please indicate your level of responsibility for each area.



The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

A City Application is required. It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. Final candidates will have experience and educational background verified and will be required to furnish references.

Applications may be obtained from and submitted to:

**City of Carlsbad
Human Resources
1635 Faraday Ave.
Carlsbad, CA 92008
Phone (760) 602-2440 Fax (760) 602-8554
Job Line (760) 602-2480**

**Online applications available at:
www.carlsbadca.gov/hr**

**Tentative timeline:
Panel Interviews: Week of October 29
Department Interviews: Week of November 26
Approximate appointment date : November 30**



Human Resources Mission Statement:

We take care of the people who take care of Carlsbad.